

COVID-19 RISK ASSESSMENT



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| Educational Setting | Brewster Avenue Infant and Nursery School |
| Activity / Task | COVID-19 Risk Management Assessment (Educational Settings) |
| Completed by & Date | Becky Thompson, Headteacher 20 th July 2020 |
| Review Date | Updated 24/08/20 Friday 4 th September 2020 and weekly on a Friday, or more frequently as needed |

| Health and Hygiene | | | | | | |
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| What are the hazards? | Who might be harmed and how? | What are you doing already? | What further action is necessary? | Action by whom? | Action by when? | Done |
| Prevention | Staff, children and visitors may catch COVID-19. The disease is fatal in about 1% cases. Transmission is via person to person spread as airborne droplets and also via surfaces contaminated with virus. | <p>1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <ul style="list-style-type: none"> Included in all correspondence to parents about returning to school Additional isolation spaces identified: <ol style="list-style-type: none"> Deputy's office Finance office Nursery community room (use nursery staff toilet and parents to be escorted through the playground to collect from the nursery door) Consulting room in the family centre | <p>Beginning of term newsletter including key reminders:</p> <ul style="list-style-type: none"> Illness Hand washing Respiratory hygiene <p>Check lidded bins in Class 3 and Class 6</p> <p>Staff briefing on training day (4th Sept) to include discussion and Q&A about all aspects of the risk assessment and expectations for practice</p> | BT BT BT | 07/09/20 04/09/20 04/09/20 | |

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| | | <p>2. clean hands thoroughly more often than usual</p> <ul style="list-style-type: none"> Washing hands with soap and water often – for at least 20 seconds Use of hand sanitiser gel if soap and water are not available – hand sanitiser available in all classrooms, staff rooms & school entrance Hand washing routines in place inc. as soon as they get to school and when they leave, after they blow their nose, cough or sneeze, before they eat or handle food. Handwashing reminders included in recent newsletter and all correspondence about returning to school, posters and hand wash song displayed in sink areas <p>3. ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</p> <ul style="list-style-type: none"> Tissues available in all classrooms Established routines to cover mouth and nose with a tissue or a sleeve (not hands) when coughing or sneezing Established routines to put used tissues in the bin immediately and wash hands afterwards All classrooms have lidded bins <p>4. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> | <p>Display updated COVID-secure certificate</p> <p>Edit classroom cleaning logs for full opening</p> <p>Caretaker to continue cleaning all touchpoints each morning.</p> | <p>BT</p> <p>MR</p> <p>LS</p> | <p>03/09/20</p> <p>07/09/20</p> <p>03/09/20</p> | |

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| | | 5. minimise contact between individuals and maintain social distancing wherever possible 6. where necessary, wear appropriate personal protective equipment (PPE) | | | | |
| Response to any infection | | 7. engage with the NHS Test and Trace process 8. manage confirmed cases of coronavirus (COVID-19) amongst the school community 9. contain any outbreak by following local health protection team advice <ul style="list-style-type: none"> The school will work with the Health Protection Team of Public Health England (0300 303 8537) to carry out a risk assessment and to determine who else, if anyone, also needs to isolate The parents/carers of other children <u>within the bubble</u> will be notified that this has taken place, and will be advised on any steps which should be taken | Staff briefing on training day (4 th Sept) to include discussion and Q&A about all aspects of the risk assessment including Test and Trace and managing an outbreak | BT | 04/09/20 | |
| First Aid | | <ul style="list-style-type: none"> All bubbles have First Aid and Paediatric First Aid trained staff Medical boxes will be provided for each class as per the school's usual protocol Megan will continue to oversee medication, but will not be able to administer as she will be required to social distance from all bubbles – she will arrive at the classroom door and gain an adults attention and ask them to administer | Check first aid kits/ accident books Update class medical boxes | AB MR | 04/09/20 21/09/20 | |

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| | | <ul style="list-style-type: none"> Each year group has their own first aid kit and accident book Additional supplies are stored in the cupboard in the staff room, accessible to all Ice packs are in labelled packs in the freezer, allocated to each bubble The thermometer will be kept in the KS1 wet bay cupboard – it must be cleaned thoroughly after use and hands washed Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. | | | | |
| Waste | | <ul style="list-style-type: none"> All classrooms in use have lidded bins for tissues Bins emptied twice daily using protective gloves Hands washed after empty bins | | | | |
| Staff/Pupils within the shielded group | | <ul style="list-style-type: none"> Any member of staff or pupil that is within the Clinically extremely vulnerable group must have a risk assessment undertaken that includes how social distancing will be maintained in a Covid-19 safe workplace. Staff/pupils that meet the criteria as clinically vulnerable people e.g. diabetics, those who are pregnant, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school. | <p>Individual risk assessments updated</p> <p>Contact shielded pupils parents to agree any additional control measures needed.</p> | <p>AB</p> <p>BT</p> | <p>07/09/20</p> <p>03/09/20</p> | |

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| Accident reporting Covid-19 incidents | | <ul style="list-style-type: none"> The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. | Staff to report to MR who will complete a Prime accident report. | All staff | ongoing | |
| Personal Protective Equipment | | <ul style="list-style-type: none"> Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution Aprons & gloves used when delivering intimate care (in the disabled toilet) Gloves used when administering first aid/ dealing with bodily fluids (in first aid kits – spares in the first aid cupboard) PPE – masks, aprons, gloves & a visor (for use of there is a risk of splashing from vomit, spit etc.) available for member of staff accompanying a child who is showing symptoms and is isolated prior to being collected by a parent (in the blue plastic crate with alcohol gel and clinical waste bags in the PPA room just outside Amanda's office, together with printed instructions (taken from the video) | | | | |
| Property Compliance | | <ul style="list-style-type: none"> The school has ensured that relevant property statutory compliance checks have been completed and records updated. Pre-opening checklist completed. | | | | |

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| Fire Safety | | <ul style="list-style-type: none"> Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff that continue to work in the school and any pupils that access the school site, which should include lifts. Ensure all emergency escape routes / doors are fully operational and kept clear. Evacuation point remains the same (playground) but groups must be lined up with 2m spaces between bubbles - Year 2 to the right of the trim trail, N, YR & Y1 on the playground | <ul style="list-style-type: none"> Fire drill September 2020 | MR | 30/09/20 | |
| Equality Impact Assessment | Staff & Pupils | <ul style="list-style-type: none"> A equality impact assessment has been completed and can be found on the Staff Resources drive in the COVID-19 file | | | | |

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| Organisation and Logistics | | | | | | |
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| Cleaning | | <ul style="list-style-type: none"> • Deep clean scheduled for 22nd – 31st July • More frequent cleaning procedures (11am, 1pm & 3pm) including: <ul style="list-style-type: none"> ○ Taps and washing facilities ○ Toilet flush and seats ○ Door handles and push plates ○ Phones, keyboards & whiteboard remote controls ○ Areas used for eating including chairs and door handles ○ Photocopiers and other office equipment ○ Classroom desks, chairs & resources • Each classroom has a set of cleaning materials (red cloths for toilets & washrooms, blue cloths for general cleaning including classrooms) and cleaning checklists • Relevant COSHH circulated to all classroom staff (also displayed in cleaning cupboard) | <ul style="list-style-type: none"> • If a staff member or pupil has tested positive with covid-19 then any area/room they have accessed should be secured for 72 hours then undergo a thorough clean. • Appoint a member of staff to empty the bins at lunchtimes | BT | 07/09/20 | |
| Access/Egress of school building | | <ul style="list-style-type: none"> • Aim to remove any large gatherings on the playground • Parents will be asked to arrive on time and leave immediately and not congregate/ socialise • Staggered school arrival and collection times and different entrances to reduce congestion • Staff must park in the rear car park and not at the front of the school building (except blue badge holders) • The New Road gate and the gate to St As will remain locked | <ul style="list-style-type: none"> • Spray 2m spaced spots on driveway for waiting • Chalk 2m space spots on Y2 playground initially for parents waiting to collect • Check signage and renew/ add additional where needed (CCC formats provided in June) | LS BT | 04/09/20 07/09/20 | |

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| | | <ul style="list-style-type: none"> • There will be no access to the rear of the school (playground, trim trail etc.) • All information has been communicated with parents • Parents will be strongly encouraged to be on time as lateness will cause serious disruption and they may have to wait to drop or collect their children until other bubbles have left • Office staff will not be able to take late children down to class, so parents may be asked to wait with the youngest children whilst they fetch a member of staff from the class team who can escort them • Teachers should keep uncollected children in their classrooms – they will not be able to wait at the office • Where possible, doors are propped open to reduce the need for touch (fire protection measures must be adhered to) • Sanitiser available at school office for visitors • Children wash hands when they arrive and before leaving school • Groups of children will only be in the corridor if going to the sinks for hand washing or going to the dining hall – children to line up in the classroom behind the tape and an adult to check that no other groups are in the corridor before moving around school | | | | |

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| | | <ul style="list-style-type: none"> Individuals may walk past one another in corridors – e.g. if a child is going to the toilet the risk of contracting the virus briefly passing one another has been assessed as minimal Parents encouraged to phone or email the office rather than visit If parents do need to visit the window at the hatch is kept closed | | | | |
| Uniform and belongings | | <ul style="list-style-type: none"> Children will use their own trays and coat pegs We will return to the usual uniform expectations Wellies, splash suits and painting aprons should not be shared between bubbles, unless washed/cleaned or quarantined between uses Children should bring a book bag and water bottle Class teacher should let parents know when children need to bring a PE kit to school Staff should dress at least as smartly as the children in their uniform | For the youngest children who need help changing, consider children wearing PE kit on these days – discuss with staff on training day | BT | 03/09/20 | |
| Lunchtime | | <ul style="list-style-type: none"> Staff timetables accommodate their lunchbreaks and adequate support and supervision for the children inside and outside Children's lunchtimes will be staggered allowing 30 minutes to eat (45 minutes for reception) and 30 minutes outside | Mark a walkway from the right hand hall doors to the little hatch for children to collect packed lunches/ finger food on the appropriate days | BT | 09/09/20 | |

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| | | <ul style="list-style-type: none"> • Only one year-group will be outside at once, so children do not mix with children in other bubbles • Year 1 and 2 children will alternate take-away/ packed lunches which will be eaten in the classroom and usual hot dinners that will be eaten in the hall • Packed lunches/ finger food to be collected from little hatch in the hall (accessed via right-hand door to ensure distancing from any other bubble) at allocated time and taken back to classroom to eat • Table and chairs will be cleaned thoroughly between sittings • Each year group will have their own set of resources in the shed outside for use at lunchtime • Midday supervisors are attached to one year group bubble and will supervise those children inside and outside • Packed lunch boxes (very few in school due to UIFSM) are stored in children's classrooms in designated box/ space • Hands washed before eating and after playing outside | | | | |
| School staffroom & shared areas | | <ul style="list-style-type: none"> • Strict social distancing should be maintained in the staffroom • Staggered lunch times for staff | Move picnic tables to outside staffroom | LS | 04/09/20 | |

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| | | <ul style="list-style-type: none"> • Tables organised at 2m distances and one chair per table (additional chairs removed and stored) – clean table after use • Staff encouraged to eat outside or in own classrooms when possible, or to spend less than 15 minutes in the staffroom • Staff asked to bring own crockery and utensils • Anything used should be washed in the dishwasher • Staff emptying the dishwasher should wash hands before • PPA may be taken offsite • PPA area should be cleaned after use | Antibacterial spray for staffroom | LS | 03/09/20 | |
| Staff absence | Pupils | <ul style="list-style-type: none"> • Staff should follow the usual procedures for reporting absence • All efforts will be made to cover absence within the bubble including: <ul style="list-style-type: none"> ○ Part time staff asked to work additional hours' overtime ○ Staff taking shorter lunchbreaks ○ TAs asked to supervise classes in a teacher's absence • Where no other solution can be found and safe staffing ratios cannot be maintained, supply teachers will be used | | | | |
| Contractors | | <ul style="list-style-type: none"> • All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19 | Set up Test and Trace visitor log | MR | 07/09/20 | |

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| | | <ul style="list-style-type: none"> • Details of visitors to be recorded to Test and Trace • Children must be kept inside the building when Countrywide (grounds maintenance) staff are onsite • All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. | Shred log after 2 weeks to be GDPR compliant | | | |
| Visitors | | <ul style="list-style-type: none"> • Parents will be asked to wear face coverings when on the school site and when talking to staff • All visitors must use hand gel on arrival before signing in • The office will keep a log of any visitors entering bubbles (e.g. supply teachers, speech therapists, play therapist) and which bubbles they have worked within for Test and Trace • The use of volunteers e.g. reading buddies will be reviewed before half term | | | | |
| Transport | | <ul style="list-style-type: none"> • No children currently travelling to school on school transport | | | | |

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| Resources and minimising increased risk of transmission | Staff, children and visitors may catch COVID-19. | <ul style="list-style-type: none"> Classrooms prepared so surfaces are clear and resources are minimal Adults and children should wash hands frequently, between activities – hand washing should be supervised Limited soft furnishings e.g. seat pads acceptable within the bubble, but should be washed frequently Soft toys and equipment with small parts that cannot be easily cleaned removed Wellies, splash suits and painting aprons should not be shared between bubbles, unless washed/ cleaned or quarantined between uses Children should bring a book bag and water bottle Class teacher should let parents know when children need to bring a PE kit to school Resources remain exclusive to the year group Children should keep frequently used items e.g. pencils, whiteboard and pens in their own trays Sand must not be used Water play is permitted but the water must be soapy, and changed frequently Playdough is permitted but should be kept in individually named tubs or quarantined at the end of every session. The trim trail and large equipment can be used with the following organisation: | Classroom audit | BT & AB | 04/09/20 | |

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| | | <ul style="list-style-type: none"> ○ A rota system will operate with one year group a day accessing the equipment ○ It is the responsibility of the bubble staff to clean frequently touched surfaces (e.g. handrails & monkey bars) before the equipment is used by their bubble ○ Children should wash their hands when they have finished playing on the equipment ● Frequent cleaning of shared resources included in cleaning checklists ● At the end of each day resources must be either: <ul style="list-style-type: none"> ○ Cleaned thoroughly (warm soapy water) ○ Placed in 'quarantine' in class cupboard 24 hours for books/ paper 72 hours for hard surfaces e.g. plastic: label with a post-it note date available again for use ● Reading books allocated to each year group (books should not be changed in the corridor) ● If there is no option but to share resources between bubbles e.g. woodland equipment, it must be cleaned scrupulously after each use. ● Woodland sessions, pond and bike use timetabled, so no more than 1 year group a day access the resources | | | | |

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| Behaviour | | <ul style="list-style-type: none"> • PSHE and assembly time in the first 2 weeks to include rules and discussions about safety aspects e.g. hand washing • Individual risk assessments in place for identified pupils and agreed with parents • If children's behaviour (e.g. not remaining in their own bubble) leads to us not being able to ensure the safety of others, in terms of the virus control, BT or AB informed on the same day and complete/ update risk assessment and discuss with parent • Exclusion will be used for pupils who deliberately put others at risk (e.g. coughing, or spitting at others) and pupils who will not (as opposed to cannot) comply with social distancing | | | | |
| Learning outside the classroom (day trips, etc.) | | <ul style="list-style-type: none"> • No trips planned in the autumn term but teacher could choose to use outdoor spaces in the local area to support delivery of the curriculum • Keeping children within their consistent group • Staffing would need to be provided from within the bubble | For more information contact Stephen Brown (Outdoor Education Adviser:) | | | |
| Extra-curricular activities (coaches, tutors, after school) | | <ul style="list-style-type: none"> • No clubs scheduled for the first half of the autumn term • Clubs can be offered to children in the same bubble after that point • Any external coaches, clubs and organisations would be vetted for COVID-secure measures and would need to maintain social distancing | | | | |

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| | | <ul style="list-style-type: none"> Modified Breakfast and After school club provision is in place for a small, consistent group of 15 BA children – see separate risk assessment and opening plan | | | | |
| PE | | <ul style="list-style-type: none"> Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene Pupils should be kept in consistent groups Sports equipment thoroughly cleaned between each use by different individual groups Contact sports to be avoided. | For more information contact Ian Roberts (Specialist Adviser - Physical Education and School Sport) | | | |
| Contingency planning for a school closure | | <ul style="list-style-type: none"> Childcare provision would be maintained for children of critical workers and those who are vulnerable Maximum 2 bubbles of 15 children running out of the family centre Staff rota of those not in clinically vulnerable groups, ensuring good number of staff at home to manage home learning Weekly home learning, set by class teachers and following existing long-term plans to be sent via email or Evidence Me and teachers available daily via class email inboxes and Evidence Me to support and provide feedback | Consider how home learning could be further developed e.g. live daily phonics lessons | BT & AB | 30/09/20 | |

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| | | <ul style="list-style-type: none"> Teachers speak to all parents by phone at least fortnightly Resource packs used in school from June 1st available to send home at short-notice | Replenish resource packs if used | BT | As needed | |